

Afterschool Snack Program

Information – Procedures - Forms

Office of Public Instruction
School Nutrition Programs



opi.mt.gov

Distributed by:

Montana

Office of Public Instruction

Denise Juneau, State Superintendent

Afterschool Snack Program

Program Description

Eligible Programs:

The Afterschool Snack Program under the National School Lunch Program (NSLP) provides reimbursement to schools and to residential child care institutions (RCCIs) for snacks they serve to children who are participating in after school programs operated or sponsored by those schools or RCCIs.

The reimbursement is provided in one of two different ways. Snacks are reimbursed either all in the free category or according to each student's eligibility category (free, reduced-price or paid), depending on where the school, RCCI or other site operating the program is located.

To be eligible to qualify for reimbursement under the NSLP, after school programs must meet the following criteria.

1. The program must be operated or sponsored by a school or a RCCI that operates the National School Lunch Program.
2. A roster or sign in sheet must be maintained to document that students are present.
3. The program must include education or enrichment activities in organized, structured and supervised environments. Extracurricular activities such as school choir, debate team, drama society, etc. may qualify to participate under this provision only if their basic purpose is to provide after school care.

Under no circumstances can organized athletic programs engaged in interscholastic sports be approved as after school programs under this provision. While athletic teams participating in interscholastic sports programs may not be approved, programs, which include supervised athletic activity along with an education or enrichment component, may participate. The program must be open to all students, and does not limit membership for reasons other than space or security considerations.

The after school program must be operated or sponsored by the school or RCCI, although the school or RCCI does not have to use their personnel or regular facilities. The school or RCCI must retain final administrative and management responsibility for the program, including the program site. The school or RCCI must be the party that enters into the agreement with the State Agency and must assume full responsibility for meeting all program requirements. The school or RCCI may, if it wishes, arrange with another organization to perform the day-to-day operations. For example, the PTA could operate the program under an arrangement with the school or RCCI.

Eligible Sites:

Area Eligible School: Snacks must be served free and all snacks will be reimbursed at the free reimbursement rate as part of the after school program in the following situations.

1. Snacks are served in a school or RCCI with 50 percent or more of its students eligible for free or reduced-price lunches; or
2. Snacks are served in a school or RCCI that does not have 50 percent or more of its students eligible for free or reduced-price lunches itself, that is located within the boundaries of the attendance area of a school that does have 50 percent or more of its students who are eligible for free or reduced-price lunches; or
3. Snacks are served in an after school program operated by a school or RCCI at a site that is off-campus. That off-campus site is located within the boundaries of the attendance area of a school that has 50 percent, or more, of its students who are eligible for free or reduced-price lunches.

A school, RCCI or other site qualifying for all-free reimbursement on the basis of either item 2 or 3 above is a site that can be located on a map of a school district's attendance area boundaries, within the attendance area shown for at least one school that meets the 50 percent-or-more eligibility criterion.

Non-area Eligible School: Any other site of an after school program, whether at a school, RCCI, or an off-campus site that does not meet any of the above requirements, must claim reimbursement for snacks that are served according to the appropriate eligibility category of each student served.

Non-area eligible sites have the option of implementing either a Pricing Program or a Non-Pricing Program.

Pricing Program: Students are charged a fee for the snack based on their eligibility status: students eligible for free snacks receive their snack at no charge, students eligible for reduced-price snacks may be charged no more than 15 cents as stipulated in program regulations. Snacks must be priced as a unit.

Non-Pricing Program: All students receive a snack at no charge, and the snacks are claimed in their respective categories: free, reduced-price and paid.

Reimbursement:

Schools may claim reimbursement for one snack per student per day. Students are eligible to participate through age 18. If the student's nineteenth birthday occurs during the school year, reimbursement may be claimed for that student during the remainder of the school year. Reimbursement may be claimed for individuals, regardless of age, who are determined to have a mental or physical disability. Remember if your Afterschool Snack Program is area eligible, all snacks that are served should be served free of charge and claimed as free. If your school's snack program is not area eligible, snacks should be claimed according to a student's eligibility category (free, reduced-price, paid – as with the lunch and breakfast programs).

Times of Operation:

The Afterschool Snack Program only applies to programs that provide care for students after the school day. **Under no circumstances may snacks be reimbursed in programs operated before or during the school day. Schools are not eligible to receive reimbursement for snacks served on the weekends or holidays, including vacation periods.**

A student's eligibility is based on when their scheduled school day ends, not whether the school continues to be in session. For example, if a kindergarten program ends at noon, but the students remain in school under a care program, snacks served to these students may be reimbursed under this provision. The same is true of older students enrolled in schools that have split sessions. If students remain on campus to participate in an after school program, they may receive reimbursable snacks even though the school continues to operate a later academic session.

Meal Pattern Requirements:

Snacks served under this provision must meet established standards. Portions for students age 13 through 18 shall not be less than the portions stipulated for students age 6 through 12. It is recommended that larger portions be offered to older students based on their greater food energy requirements.

Requirements for Implementation:

In order to start a snack program, schools must:

- _____ Update the School Nutrition Programs Agreement on the web site:
<http://data.opi.mt.gov/CNP/Program.asp>
- _____ Complete a description of the After School Program (1 copy for each site) on the web site: <http://data.opi.mt.gov/CNP/Program.asp>

Recordkeeping:

The School Food Authority must maintain the following records for three years plus the current school year.

- _____ If all meals are claimed as free, documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified to be eligible for free or reduced-price meals.
- _____ For all other sites, documentation of free and reduced-price eligibility for each student for whom free and reduced-price snacks are claimed.
- _____ Daily count of snacks (total for sites qualifying for free reimbursement for all students, snack counts by type for all other sites).
- _____ Documentation of individual student attendance on a daily basis.
- _____ Documentation of compliance with meal pattern requirements in the food service manager's daily production records.

Program Review:

The School Food Authority must review each Afterschool Snack Program two times a year. The first review must be conducted during the first four weeks that the school is in operation each school year. The second review should be completed prior to February 1st. The reviews will be maintained on file at the School Food Authority.

_____ First Review completed on (date) _____

_____ Second Review completed on (date) _____

Operation of the Afterschool Snack Program is subject to review as part of the State Agency review of the National School Lunch Program.

Civil Rights:

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

Additional Information:

Contact the Office of Public Instruction, School Nutrition Programs at (406) 444-2501 if you have questions about the Afterschool Snack Program.

Afterschool Snack Program Meal Pattern Requirements

| Select two different components from the four listed | Minimum Serving Size |
|---|----------------------|
| Milk, fluid | 1 cup |
| Meat or meat alternate | 1 ounce* |
| Juice** or fruit or vegetable | $\frac{3}{4}$ cup |
| Bread and/or cereal: <div style="display: flex; justify-content: space-between; align-items: center;"> Enriched or whole grain bread <u>or</u> 1 slice </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Cold dry cereal <u>or</u> $\frac{3}{4}$ cup*** </div> <div style="display: flex; justify-content: space-between; align-items: center;"> Hot cooked cereal $\frac{1}{2}$ cup </div> | |

*1 ounce of meat/meat alternate is equal to 1 ounce of lean meat, poultry, fish, cheese, nuts or seeds; $\frac{1}{2}$ large egg; $\frac{1}{4}$ cup cooked beans; 2 Tablespoons of peanut butter; or $\frac{1}{2}$ cup (4 ounces) of yogurt.

**Vegetable and fruit juices must be served full strength. Juice may not be served when milk is served as the other component.

*** $\frac{3}{4}$ cup (volume) or 1 ounce (weight), whichever is less

Note: Because after school snacks are available for children through the age of 18 years, additional foods may be needed to meet the calorie and nutrient needs of children ages 13-18 years. Consider adding one additional food component to the snack served to this age group.

Caution: Children under five years of age are at a high risk of choking. The USDA recommends that nuts and/or seeds be served to these children ground or finely chopped in a prepared food.

Revised 1/2010

Sample Snack Menus

| | | |
|-----------------------------------|--|--|
| Graham Crackers Milk | Apple Wedges Peanut Butter | Muffin Orange Juice |
| Cheese Whole Wheat Crackers | Carrot Sticks/Dip Apple Juice | Cinnamon Whole Wheat Toast Grape Juice |
| Whole Grain Cereal Milk | Wheat Crackers Orange Slices | Tortilla Chips Salsa |
| Animal Crackers Milk | Kiwi String Cheese | ½ Bagel Peanut Butter |
| Banana Bread Milk | English Muffin Pizza w/Sauce and Mozzarella Cheese | Cheese Flavored Crackers Apple Juice |
| Oatmeal Raisin Cookie Milk | Soft Tortilla Sliced Cheese | Canned Peaches Yogurt |
| Yogurt Raisin Bread | Cottage Cheese Pineapple Rings | Raw Vegetables w/Dip Wheat Thins |
| Cheese Cubes Apple Slices | Banana Vanilla Wafers | Rice Cake Peanut Butter |
| Meat and Cheese Cubes Crackers | Ham Salad Whole Wheat Crackers | Granola Bar V-8 Juice |

Afterschool Snack Program Sign In Sheet



Site: _____ Date: _____ Total Count: _____

| | |
|-----|-----|
| 1. | 21. |
| 2. | 22. |
| 3. | 23. |
| 4. | 24. |
| 5. | 25. |
| 6. | 26. |
| 7. | 27. |
| 8. | 28. |
| 9. | 29. |
| 10. | 30. |
| 11. | 31. |
| 12. | 32. |
| 13. | 33. |
| 14. | 34. |
| 15. | 35. |
| 16. | 36. |
| 17. | 37. |
| 18. | 38. |
| 19. | 39. |
| 20. | 40. |

Daily Record Form Afterschool Snack Program

School Food Authority: _____ Site: _____

INSTRUCTIONS

Free, Reduced-Price and Paid Regular: Snacks must be claimed according to the eligibility category for each student served in a non-area eligible school (less than 50 percent free/reduced-price).

Free Needy: Snacks must be served free in an area eligible school (greater than 50 percent free/reduced-price). All snacks will be reimbursed at the free reimbursement rate.

Note: Snacks may only be claimed during days in which children attend school.

| Date Snack Served | Free Regular | Reduced-Price Regular | Paid Regular | Free Needy (>50% F/R) | Adults (Do Not Claim) |
|-------------------|--------------|-----------------------|--------------|-----------------------|-----------------------|
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| Total | | | | | |

Signature: _____ Date: _____

Maintain at District Office – Do Not Mail to State Agency

Monthly Consolidation Record Form Afterschool Snack Program

School Food Authority: _____ **Site:** _____ **Month:** _____

Instructions:

Free, Reduced-Price and Paid Regular: Snacks must be claimed according to the eligibility category for each student served in a non-area eligible school (less than 50 percent free/reduced-price).

Free Needy: Snacks must be served free in an area eligible school (greater than 50 percent free/reduced-price).

All snacks will be reimbursed at the free reimbursement rate.

Note: Snacks may only be claimed during days in which children attend school.

| Date Snack Served | Free Regular | Reduced- Price Regular | Paid Regular | Free Needy (>50% F/R) | Adults (Do Not Claim) |
|----------------------------------|-------------------------|---------------------------------------|-------------------------|-------------------------------------|----------------------------------|
| 1 | | | | | |
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| 3 | | | | | |
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| 30 | | | | | |
| 31 | | | | | |
| Total | | | | | |

Signature: _____ Date: _____

Afterschool Snack Program Review

Complete and retain in district files

School Food Authority: _____ Site: _____

Date completed: _____ Check One: ____ First review* ____ Second review**

| Program Requirements | Yes | No |
|--|-----|----|
| 1. Does the after school program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities? | | |
| 2. Are snacks served only after the end of the students' regular school day? | | |
| 3. Does the district administer or sponsor the after school program? | | |
| 4. Is documentation of individual student attendance maintained on a daily basis? (total counts for area eligible sites; counts by type – free, reduced-price, and full price for non-area eligible sites) | | |
| 5. Is a maximum of one snack per student per day claimed for reimbursement? | | |
| 6. Do the snacks that are served meet the minimum meal pattern requirements? | | |
| 7. Are daily production records maintained and show that a reimbursable snack is served each day? | | |
| 8. Is the snack priced as a unit? | | |
| 9. Are snacks served free or at a reduced-price for all students who are determined to be eligible for free or reduced-price snacks at a non-area eligible site? | | |
| 10. If charging for snacks, the charge for a reduced-price snack does not exceed 15 cents? | | |
| 11. Are snacks provided free to all eligible students at an area-eligible site? | | |
| 12. Are snacks served at the correct temperature according to food safety practices? | | |
| Results of Review | Yes | No |
| 1. Is a corrective action plan required? | | |
| 2. Is a follow-up review required? | | |

Suggested Corrective Action (follow-up in 45 days)

Signature: _____ **Date:** _____

* The first review is due within the first four weeks of program operation.

** The second review is due by February 1 of each school year.

Production Record - Afterschool Snack Program

| | | | |
|-------------------------------------|--|---|-----------------|
| Date: _____ Menu: _____ _____ | | Number of Snacks Served Students: _____ Adults: _____ | |
| Serving Size | Components (<i>Must serve two of the five</i>) | | Total Food Used |
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| | | | |
| Date: _____ Menu: _____ _____ | | Number of Snacks Served Students: _____ Adults: _____ | |
| Serving Size | Components (<i>Must serve two of the five</i>) | | Total Food Used |
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| Date: _____ Menu: _____ _____ | | Number of Snacks Served Students: _____ Adults: _____ | |
| Serving Size | Components (<i>Must serve two of the five</i>) | | Total Food Used |
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| | | | |
| Date: _____ Menu: _____ _____ | | Number of Snacks Served Students: _____ Adults: _____ | |
| Serving Size | Components (<i>Must serve two of the five</i>) | | Total Food Used |
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| Date: _____ Menu: _____ _____ | | Number of Snacks Served Students: _____ Adults: _____ | |
| Serving Size | Components (<i>Must serve two of the five</i>) | | Total Food Used |
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| Date: _____ Menu: _____ _____ | | Number of Snacks Served Students: _____ Adults: _____ | |
| Serving Size | Components (<i>Must serve two of the five</i>) | | Total Food Used |
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